

EXECUTIVE SECRETARY TO CITY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Executive Secretary To City Manager exists is to perform highly skilled, responsible, non-routine, administrative work for the City Manager. This classification is responsible for a variety of administrative activities and is not supervisory. Work is performed under the general supervision of the Executive Assistant. Executive Secretary To City Manager is distinguished from Administrative Secretary by the requirement of special skills, and the advanced level of complexity and confidentiality of the work assigned.

ESSENTIAL FUNCTIONS

Coordinates business and ceremonial dates for the City Manager.

Schedules meetings, appointments and conference room bookings.

Arranges for press conferences and special management meetings.

Maintains electronic/engagement calendars for the City Manager.

Greets visitors, screens and responds to incoming mail and telephone calls to the City Manager.

Prepares and composes written documents and correspondence requiring independent judgment in handling format, procedure and context.

Reviews own work for accuracy and completeness.

Screens and responds to incoming mail and phone calls for the City Manager.

Responds to sensitive requests for information that may involve confidential matters.

Establishes, organizes, and maintains complex paper and computerized filing systems; orders and maintains office supplies.

Participates and assists in the administration of program functions in the office to which assigned.

Types/keys, proofreads, and/or composes original correspondence, memos, and reports.

Attends meetings, takes minutes and transcribes minutes for distribution as necessary.

Establishes and maintains complex paper and computerized files.

Maintains regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Proper business English, spelling, and math.

Modern office practices, procedures and equipment.

Community responsibilities at the public officials level.

Municipal methods and functions at the executive level.

City rules, regulations, policies, and procedures.

PC software applications necessary to perform work including Microsoft Office software, Word, Excel, PowerPoint, and Access.

Rules of formatting correspondence and reports.

Ability to:

Type/key 65 wpm (words per minute) net.

Plan, organize, and coordinate activities.

Prioritize work.

Sit for extended periods of time.

Communicate verbally to respond to spoken requests over the phone or in person.

Explain policies, rules and regulations.

Operate a variety of standard office equipment, including a personal computer, which requires continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with City officials, City staff, and the general public.

Handle confidential issues.

Perform special projects as assigned.

Comprehend and make inferences from written material and/or verbal and written instructions.

Listen and communicate effectively both orally and in writing with all those encountered in the course of work.

Make numerical/arithmetical computations including: adding, subtracting, multiplication, and division.

Moves light objects weighing less than 20 pounds, such as mail, supplies, and files short distances.

Education & Experience

Requires graduation from high school or GED and five years extensive experience in a progressively responsible secretarial capacity and proficiency with word processing software. A minimum typing speed of 65 wpm (words per minute) net is required. Advanced secretarial training, education, and municipal secretarial is highly desirable. Designation as a Certified Professional Secretary by Professional Secretaries International is desired.

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified